



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

BUREAU CHIEF, INSURANCE COMPLIANCE

\$5,948 - \$7,403

RATING AND UNDERWRITING SERVICES BUREAU LOS ANGELES

RESPONSIBILITIES:

Under general direction of the Consumer Services Division Chief, the Bureau Chief directs the activities of bureau staff engaged in handling written rating and underwriting complaints, including the mediation of complaints, the education of consumers regarding issues involved in the complaint or inquiry, and the identification of violations and the enforcements of the California Insurance Code, the California Code of Regulations, Title 10, and related laws. The Bureau Chief manages all operations of the Bureau which includes staffing, training, planning, scheduling, evaluating, organizing and directing staff to ensure that the bureau's work is conducted in an efficient and effective manner in order to protect and serve the consumers of the State of California.

The Bureau Chief maintains operations within the budget; participates in resolution of high priority issues; enforces Bureau consistency with other Department units; communicates regularly with upper management, legal representatives, and with staff to share information on workload, accomplishments, expectations, and changes in operations; provides expert consultation to top management in the area of policy development on a wide range of issues relating to insurance regulations and makes policy recommendations affecting program direction; develops cooperative interaction with other bureaus, divisions, agencies, groups, and organizations within and outside the Department; acts as technical advisor on matters relating to legislation concerning rating and underwriting issues; and does other related work.

DESIRABLE QUALIFICATIONS:

- Five years of experience in insurance rating and underwriting including a minimum of three years as a manager in charge of five or more professional staff.
- Graduation from college with a bachelor's degree is highly desirable. However, experience will be accepted in place of the college degree on a year-for-year basis.
- Candidates must have knowledge of insurance practices and the Insurance Code.
- Excellent interpersonal skills in engaging people, developing collaborative relationships, and maintaining professional boundaries.
- Excellent written and verbal communication skills.
- Ability to develop and implement goals and objectives.
- Analytical and critical thinking skills to identify problems and develop solutions.
- Ability to provide effective leadership to staff.

08/18/14 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a Statement of Qualifications in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

WHO MAY APPLY:

Applications will be accepted from current State employees at the **Bureau Chief, Insurance Compliance** level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

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DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Bureau Chief, Insurance Compliance PSN # 413-371-8606-001" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Malinda Randolph at (916) 495-3308.

FINAL FILING DATE: September 2, 2014 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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